

ARIZONA
Department of Emergency and Military Affairs

POLICY LETTER NO. 10.13

POLICY LETTER

DATE 7 July 99

OPR DEMA/JP-P


SUBJECT: Use of Agency Computers

**REGULAR POLICY LETTER DISTRIBUTION
(POLICY LETTER 10.01)**

Agency owned computers are provided to employees for the exclusive purpose of conducting agency business. Any other use is contrary to the policy of this Department.

Employees will not use computers, software, or ancillary equipment for any business of a personal nature. The Chief Auditor will conduct periodic inspections of computers to verify that such personal use is not occurring. Violation of this policy constitutes cause for disciplinary action up to and including dismissal.

New employee and supervisor training seminars will include instruction regarding this policy. All current state employees will sign a copy of this policy (sample attached) verifying receipt, and each new state employee will sign in like manner. The signed copy will be placed in the state employee's official personnel file.



DAVID P. RATACZAK
Major General, AZ ARNG
The Adjutant General

I have received and read this policy letter:

Signature

Date

Print your name